

St/I Notice 229

26 March 1959

MEMORANDUM FOR: All Staff, Area, Division and Branch Chiefs, ORR

FROM : Chief, Intelligence Information Staff, ORR

SUBJECT : Rapid Transmittal of Information Reports and Customer Reactions (Munich Model)

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1. In late 1958, the Director of Central Intelligence appointed a planning group, representing all concerned elements of the Agency, and charged it to recommend a communications and reporting system for CIA which would result in a speedier flow of reporting to the using analysts, higher quality in reporting, and improved dissemination procedures designed to insure against the flooding of analysts with materials not pertinent to their current work.

25X1A6a00230002-1 2. Subsequent study of these problems by the planning group has resulted in the establishment of an experimental system of reporting, using [redacted] as the "guinea pig". The system is in operation as of 25 March 1959, and works as follows:

- a. Reports are placed on tape by use of a Flexowriter.
- b. After encrypting, tapes are forwarded to Headquarters "by next plane".
- c. After decrypting by the Signal Center, clear text tape is forwarded to the CIA Cable Secretariat.
- 25X1A2g6 d. The clear text tape is automatically transferred by Flexowriter into [redacted] report format on mats and carbons.
- e. The Cable Secretariat then places appropriate Intelligence Subject Code (ISC) codings on the report mat while the appropriate DD/P "desk" reviews carbon copies of the report, adding release and dissemination instructions and making corrections.
- 25X1A2g f. The ISC coded and [redacted] numbered report is then disseminated to consumers (in ORR's case, dissemination will be direct to the ORR Reading Panel).

- g. The Reading Panel will route the report and will attach an Initial Reaction Sheet (IRS)* to those copies of the report which are routed to major consumers (Branch level) of information contained in the report.
- h. For the duration of the initial trial period, which we understand to be 60-90 days, IRS's will be reviewed by St/I. ORR consumer components receiving the report with an IRS attached should complete the IRS within three (3) working days after receipt of the report and forward it to Deputy Chief, St/I, Room 1146 Q Bldg. The IRS will be reviewed promptly and forwarded to the Machine Division, OCR.
- i. The Machine Division, OCR, will record, through a punch card system, information contained in the IRS's and will furnish a tabulation of this information to the field station, to DD/P HQ and to the DD/I Offices whose analysts prepared the initial responses.

3. The basic purpose of this experiment is to move toward a reporting system wherein the full cycle of reporting to the customer and the return of initial customer reactions to the field will require no more than ten (10) working days. We understand that an initial appraisal of the advantages and weaknesses of the experimental system will be made after sufficient experience has been accumulated. St/I will keep appropriate statistics on number of reports, distribution within ORR and the like. It would be helpful for analysts and Branch Chiefs to make notes on significant strengths, weaknesses and general impressions as the experiment goes along. If the [REDACTED] experiment is successful, it is planned to adapt the procedures for use wherever applicable throughout the [REDACTED] reporting system. 25X1A6a

4. Please address any questions or comments concerning the Munich experiment to the attention of the Deputy Chief, St/I, Room 1146 Que Building, extension 515.

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[REDACTED]

Attachment:

Detailed outline of the Proposal for the Rapid Transmittal of Information Reports and Customer Reactions

* A check sheet device designed to provide immediate guidance to the collection, reporting and intelligence coding processes.